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PowerPoint for Teachers

Create Your Own Show

Create a blank presentation.

Choose title slide, bullet slide, clip art slide, and several object slides (table, chart, image, etc.) This is located on the Home tab, Slides group, then Layout.

Insert new slides on the Home tab, Slides group, then New Slide. Use the Table of Contents pane to move or delete slides. Select a slide by clicking on it. Drag the slide to relocate it, or use the delete or backspace key to delete it.

What is the Task Pane? Note significant difference between PowerPoint XP, previous versions and PPT 07. In 07 the Task Pane will only appear when you select a function that uses it, like custom animation.

Slide View Options

The Normal view has a large pane for the slide, a smaller pane on the left for the text outline, and a very small pane for speaker notes on the bottom.

Slide Sorter view allows you to see all the slides represented visually in order. You can easily select, drag and drop a slide into a new position. Also in this view, you can select and delete slides and see which slides have transitions or animations associated (indicated by a small symbol below each slide).

There are several ways to view the show. One option: go to the Slide Show Tab and choose From Beginning. This plays the show from the beginning. To start the show on a particular slide, use the tiny button in the lower right corner of the screen or in the Slide Show tab choose From Current Slide.

Use the page up/page down keys, arrow keys, Enter/return and backspace keys or mouse clicks to advance and go back through slides.   Use the Esc key to exit a show at any time. For a pop-up menu to navigate to any slide in the show, right click on the slide.

Slide Print Options

After clicking Print from the Microsoft Logo icon in the upper left corner, locate the Print What: field in the lower left corner of the dialog box.

The default is set to print Slides (one full-sized slide per page).

You may also print Handouts. When you select handouts, the area to the right of the field becomes active. Choose the number of slides per page. Three slides per page includes lines for note taking.

The Notes option prints a half-page slide with speaker notes below it.

The Outline option prints just the text from the slide show in outline form. Note that slide titles and text appear ONLY if you have chosen a SLIDE FORMAT in which you "click to enter" text. If you created your own text boxes, or a completely blank slide, no text displays in the outline view.

Format Menu

Under the **Design tab**, **Themes group**, select any design template that you would like. Choose from many templates that come with the software. Themes are applied to the entire show. The only way to eliminate a template on one slide only is to create a Shape square, drag it to fill the entire slide, and set the fill color to the solid color background you desire.

NOTE: if standard installation was chosen when installing the software, you may have zero or just a couple templates. Additional templates may be retrieved from the software CD or from the Microsoft website at http://office.microsoft.com/en-us/templates/ In the browse templates area, there should be a link to design slides.

In the **Themes group**, click **Colors.** You may choose a pre-set color scheme. Or, select one that is close to what you want. Then click the **"Create New Theme Colors".** You may then pick a color for each item listed. Color may be applied to an individual slide or all slides.

Note that "hyperlink" and "visited hyperlink" turns the text of a link a different color after you have clicked on it. CAUTION: be sure that you do not make any text the same color as the background on which it appears.

Acquire Objects

Objects are any items that appear on a slide. Even text is typed within a "text box" – which is an object. Other objects include shapes, lines, images, clipart, tables, charts, sounds, video, animations, SmartArt, WordArt, etc.

The last page of this handout includes a variety of Internet sources from which you can obtain objects to use in your presentations.

To save images that you find on the Internet:
- Right click on the image.
- Select Save Image As (Firefox) or Save Picture As (Internet Explorer)
- In the dialog box that appears, choose the place to "Save in" and rename the file if necessary. It is IMPORTANT to remember where you save the file!

To save sounds and video that you find on the Internet:
- Right click over the LINK.

- If you click the link, the sound or video plays. When you Right Click on the link, a pop-up menu appears.
- From the pop-up menu, choose Save target as or Save link as.
- In the dialog box that appears, choose the place to "Save in" and rename the file if necessary.

Images should be of the .gif or .jpg file format. Sounds should be of the .wav or .mp3 format. Video should be of the .asx, .mpeg or .mpg format.

If for some reason you are not able to save the object, you may COPY the LINK to the object.
- Right click on the Link.
- Choose Copy Link Location.
- Return to PowerPoint and use Ctrl + V to paste the web address into the "Insert Hyperlink" dialog box (see below).

Copyright and Citation

Make it a standard practice to include a final "Works Cited" or "Bibliography" slide at the end of every show you produce. This is especially important to model for students. Public domain images and information do not require citation. Other materials require that you credit the source. Still other items you find should not be used at all without written permission from the source. Each website referenced at the end of this guide has a link to usage policy information. Review this or other copyright information available on a site before you take materials from it. Be aware of your district copyright policy.

Just because you can copy it, does not mean that you can use it!!!

Make citation easy: visit Citation Machine website for an online citation generator (http://www.citationmachine.net). You type your information in the form and it produces a formatted and punctuated reference. Select and copy the item from the screen, return to PowerPoint and paste the reference on your citation slide.

Insert Objects

There are multiple ways to insert objects. The one method that works for all types of objects is use of the **Insert tab**.

- Insert Clipart or Pictures

Clipart generally refers to drawn or artistic pictures. Picture usually refers to a photographic image.

Position your cursor, then go to the Insert tab and choose Picture. "From Gallery" means that you will choose the picture or clipart from the collection Microsoft provides with the PPT software. "From File" means that you will browse in the computer you are working on to locate the image.

- Insert Movies and Sounds

This works exactly the same way as inserting pictures. After selecting the file, PPT asks if you want the sound or movie to "play automatically" or "on mouse click". In the first case, as soon as the slide comes up in presentation mode, the sound or video plays. In the second case, the presenter must click the icon or movie image on the slide to play the sound or movie. In either case, the icon size and placement can be changed to be the most convenient and least distracting to viewers. In fact, the sound icon may be hidden during the show and the sound still plays automatically.

NOTE: these directions apply to independent sound files. For sounds that happen when you change slides refer to Transitions. For music to accompany the entire show refer to Custom Animation.

- Insert Hyperlink

Three types of links may be inserted in a PPT slide.
1) Link to another slide in the same show.
2) Link to a non-web document (Word, Excel, PDF or other document) which is saved in the same folder as the PPT show.
3) Link to an Internet site (this requires a live Internet connection to function).

First select the text or object that you want to hyperlink, from the **Insert tab**, choose **Hyperlink**.
- On the left side of the dialog box choose the top button "Existing File or Web Page".
- Enter the text to display as the link, then type in a web address or position the cursor and click Ctrl + V to paste a web address previously copied.
- OR, click the File button on the right of the dialog box to browse files stored in the computer you are working on.

OR
- On the left side of the dialog box choose the middle button "Place in this Document".
- A list of all the other slides in the same PPT file is displayed. Choose the one to which you want to link.

Using SmartArt

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

You can choose from List, Process, Cycle, Hierarchy, Relationships, Matrix, and Pyramids. Select the **Insert tab**, then **SmartArt**.

Transitions

A transition is a visual and/or sound effect that occurs when a new slide appears on the screen. A transition may be applied to a single slide or the entire show.

To create transition effects, go to the **Animation tab** and choose from many transitions in the **Transition to This Slide group**. Choose a visual effect and/or a sound effect. Indicate whether you want the slides to advance automatically, or when the mouse is clicked.

3-5 seconds if probably enough for most people to read one sentence on a slide. Experimentation is required to determine the optimum time, however. 10 seconds can seem surprisingly long when viewing a show.

NOTE: If you plan to speak while the presentation is running, do not have slides advance automatically. Keeping up or waiting around for slides to advance can be distressing!

Advanced: Custom Animation

Custom Animation is one area where 07 has changes from previous versions of PowerPoint. Custom animation allows you to move objects on a slide individually and to animate individual parts of SmartArt. It also allows sounds to be associated with individual objects.

Do not confuse Custom Animation with "animated .gifs". An animated .gif is an image that includes movement.

• Animating Items in General

Go to the **Animation tab** and choose Custom Animation. Select the item to associate a sound or movement with. Then choose the transition effect and/or sound effect to associate with the item. Indicate whether the animation should happen automatically or on mouse click.

NOTE: It may be better for many animation effects to happen automatically. Unlike slide transitions over which a presenter needs great control, the appearance of arrows or images may happen more smoothly when the presenter doesn't need to remember each item individually.

After each item has been animated, check the order in which the animation occurs and move items up or down in the list as necessary.

• Text Entry Animation

Go to the Slide Show menu and choose Custom Animation. Locate the area "Introduce Text". Text may appear on the screen one letter or one word at a time. Or, if you check the "Group by" box, you can have one paragraph (bullet item) enter at a time.

• Getting a Sound from a CD

Please refer to the handout: Using iTunes in PowerPoint.

To have music play over multiple slides

First select the sound icon that you want to play over multiple slides. If you haven't already inserted the music then you will need to do that first. On the **Animation tab**, click **Custom Animation**. A new pane appears on the right side of the screen.

In the **Custom Animation panel** on the right side, select the title of the song that you just inserted. A drop down arrow now appears on this item. Click on the arrow and select **Effect Options**. A new window appears called **Play Sounds**. On the **Effect Tab** you can change where the song starts from. From beginning, from last position or from time and then you would enter how many seconds or minutes into the song that you want PPT to start the song. The next section is Stop playing. You can choose three options: On click, After current slide or After. We want to select **After** and then you enter how many slides that you would like it to play over.

Under the **Sound Settings Tab**, you need to put a check in the box under **Display options**. This will hide the sound icon during the slide show. If the song is too loud or not loud enough when you are playing the slide show, then you can adjust the sound for the song only by clicking on the **Sound Volume button** and adjusting it to the correct level.

Then click **OK** to apply it to the slide show.